

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DR, IN THE CHAPEL
JUNEAU, WI 53039**

July 5, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Adam Kikkert, Maintenance Lead; Heather Ninmann, IID Household Specialist; Jessica Streat, Assisted Living Supervisor; Jill Soldner, Administrative Secretary; Donna Maly, Dodge County Board Supervisor / 2nd Vice Chair; Tonia Mindemann, Dodge County Assistant Director of Human Resources; and Ross Winklbauer, Dodge County Finance Department Project Assistant.

3. **APPROVAL OF MINUTES OF JUNE 7, 2017 MEETING:** Motion made by Duchac to approve the June 7, 2017 Minutes, as amended; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Derr to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	25 of 30, with 1 admit on 7/6; 2 referrals
Clearview:	120 of 140, with 1 admit today; 10 admissions last week
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	43 of 46, with 1 in the hospital; tour given for a future admission
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20, 2 assessments last week, 1 in negotiations

9. **ADMINISTRATOR'S REPORT:**

- **Presentation Related to Enterprise Resource Planning ("ERP"):** 8:30 a.m.: Donna Maly, County Board Supervisor / 2nd Vice Chair, and Ross Winklbauer, Dodge County Finance Department Project Assistant, two members of the Enterprise Resource Planning Steering Committee, were in attendance to discuss the ERP. Hooper is also on the Steering Committee; Wiley is a Project Lead.
- **Update: Siding Replacement Project ~ Jim Hill / Adam Kikkert:** Hill and Kikkert updated the Committee presented a slideshow with current pictures of the siding damage, as well as pictures from October 2016 and February 2017, to show the changes over the winter. There are a few more hairline cracks, some discoloration, and boards that have shifted due to the recent high winds. The most significant damage is in the skylight area. Hooper will contact Boldt to have the skylight area fixed and once fixed, Hill and Kikkert will monitor to see if any changes occur. The Committee will be updated at the August meeting.
- **Van Update:** Hill and Kikkert demonstrated the features of the new rear entry van. All Clearview drivers will be in-serviced on how to properly use the van.
- **Assistant Administrator Position:** Hooper reported that there have been a lot of responses to the Assistant Administrator position. The job posting is open through July 7, 2017, at 4 p.m. The Committee will be updated at the August 2 meeting.
- **Update on Veterans Administration Contract:** The Application for the Veterans Administration will be submitted soon.
- **Update on Hillside Hospice Contract:** Hillside Hospice is currently reviewing the contract. Hooper will update the Committee at the August 2 meeting.
- **Update on iCare Contracts:** The Independent Care Health Plan ("iCare") Applications were submitted on June 28, 2017. iCare is in receipt of the Applications and is the process of reviewing them; they will be back in contact with us in 60-90 days.
- **Other Contracts:** Clearview is also working on contracts with United HealthCare and Dean.
- **Update on Clearview Behavioral Health III:** Clearview is moving forward with the creation of Clearview Behavioral Health III this year (10 beds), thus reducing the nursing home license from 140 to 130 beds, with the possibility of creating Clearview Behavioral Health IV (10 beds) in late 2018, reducing the nursing home license from 130 to 120 beds. Hooper spoke with Attorney Andy Phillips regarding the potential for eventual condensing of the four Clearview Behavioral Health licenses into one license.
 - **Clearview Behavioral Health State Survey:** Clearview Behavioral Health had a citation free survey, with two life safety citations.
- **Psychiatric Services:** Clearview has been contracting for consulting Psychiatric Services through Journey Medical in Madison for a number of years. The psychiatrist we

work with is retiring and Journey Medical is looking at taking a different direction in the community. Clearview is currently looking at alternatives for psychiatric services.

- **2018 Budget Discussion:** The Dodge County Finance Department and the Dodge County Human Resource Department met on July 3 to discuss several options being discussed. The Human Resource Department will be joining the Finance Department meeting on July 11 at 8 a.m., regarding the 2018 budget, with the compensation matter being resolved that day.
- **Marsh Country Health Alliance ~ Set 2018 Assessment Rate: June 26, 2017:** The creation of Clearview Behavioral Health III (10 beds) this year (lowering the nursing home license to 130 beds), and the possibility of Clearview Behavioral IV (10 beds) in late 2018 (lowering the nursing home license to 120 beds), was discussed. Also discussed, but not approved, was the 2018 assessment rate of \$326,000. Further explanation, discussion, and action will be taken at the **Annual Meeting set for Monday, August 28, 2017, at 10 a.m.**
- **Approval of Friends of Clearview Expenditures:** Motion by Schaefer to approve the requested expenditures in the amount of \$1,249.50; seconded by Duchac. Motion carried.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **Medicaid Auditor:** Wiley notified the Committee that the Medicaid auditor will be on site on Friday, July 14. The auditor is on site once per year to review items before assessing Clearview's Medicaid rates for the upcoming year.
 - **2016 County Audit:** Wiley mentioned that he had recently been working with Johnson & Block in answering questions in preparation of Clearview's supplemental financial statements.
 - **2017 Financial Update:** Wiley provided the Committee with an update of the 2017 budget through May 31, 2017. He stated that revenues down due to census. However, expenses are also down. Medicaid continues to recoup the overpayment made in January for the Brain Injury Center's rate increase. The recoupment should be finished in June. Workers Compensation also posted in February and was higher than budget. Wiley estimated that Workers Compensation will exceed the budget by \$100,000 in 2017. Wiley also mentioned that managers have been doing a good job in trying to keep overtime costs down. Some areas of Clearview are doing well which helps to offset the lower census in the nursing home.
 - **2018 Budget:** Wiley mentioned that is beginning to work on the 2018 budget and will be working with Clearview department heads to develop the budget in the coming weeks.
10. **NEXT MEETING DATE:** *Wednesday, August 2, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.

11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair, to adjourn. Meeting adjourned at 10:26 a.m.

Dated this 2nd day of August, 2017.

Respectfully submitted,



Thomas Schaefer, Secretary